

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. **C-82**
PAGE NO. **1.**

Hall of Records
Commission

1. Requesting Agency

CAROLINE COUNTY

2. Division or Bureau of Requesting Agency

BOARD OF COUNTY COMMISSIONERS

3. Authorization Requested (Check only one of the squares below).

☒ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☐ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. CONTROL AND REVIEW OF ASSESSMENTS BOOKS

Size: 24" x 36" x 2"
Dates: Undated
Quantity: 16 volumes (8 cubic feet)
File Arrangement: By year and district
Annual Accumulation: Discontinued
Disposable Amount: 8 cubic feet
Index: Alphabetical by name of taxpayer

The Control and Review of Assessments Books record changes in tax assessments under the district number and name of taxpayer, showing the amount of the increase or abatement. This series is undated but appears to cover several assessment years since 1900. The Minutes of the Board of County Commissioners are complete since 1897 and would contain this information as an original entry. The Control and Review of Assessment Books are not minute books but material extracted from the Minute Books of the Board of County Commissioners. Since 1954 the same information is also recorded by the Supervisor of Assessments in "Increase and Decrease in Assessments."

RECOMMENDATION: DESTROY ACCUMULATION.

**APPROVED
HALL OF RECORDS COMMISSION**

7. Agency, Division or Bureau Representative

Rachel Collier

Signature

Clark to Board of

Title *County Commissioners*

4-16-57

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

5/22/57
Date

Monica S. Radloff
Archivist

MAY 28 1957
Date

[Signature]
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)SCHEDULE
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PAGE
NO.

2.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

2. INTANGIBLE PERSONAL PROPERTYSize: 8 $\frac{1}{2}$ " x 11"

Dates: 1939

Quantity: 1 box file (less than $\frac{1}{2}$ cubic foot)

File Arrangement: Alphabetical by name of taxpayer

Annual Accumulation: Discontinued

Disposable Amount: Less than $\frac{1}{2}$ cubic foot

These records are composed of letters and forms filed in 1939 by firms and individuals with the County Commissioners, listing intangible personal property--stocks, bonds, mortgages and securities for purpose of tax assessment. This type of assessment was discontinued in 1939.

RECOMMENDATION: DESTROY ACCUMULATION.

APPROVED
HALL OF RECORDS COMMISSIONAPPROVED BY
BOARD OF PUBLIC WORKS

MAY 28 1957

SECRETARY